

The following preliminary draft annual report form is an example of the format and level of detail proposed to meet the reporting requirements in the Western Washington Phase II Municipal Stormwater Permit.

The questions will change as the permit is revised. Please comment on this example for format and extent of detail only, not content of the questions. Please provide an alternative format and suggestions for level of detail in your comments if possible.

Comment period for the preliminary draft annual report form is through September 30, 2005.

Thank you.

Appendix 6 – Annual Report Form – Phase II Municipal Stormwater Permit

This appendix is organized into three parts. Part One applies to all permittees and provides definitions, instructions and examples. Part Two applies to cities and counties who are not co-permittees. Part Three applies to co-permittees and secondary permittees.

Parts Two and Three are each arranged into three sections. Section one covers general information on the permittee and their program, section two covers compliance with permit condition S7 or S8 as appropriate and section three covers compliance with all other special conditions.

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Part 1 - Instructions

The annual report forms summarize the requirements in this permit. Each permittee, co-permittee and secondary permittee must complete the applicable form in its entirety. Only report on activities that were performed during the reporting period. Upon completion, the form shall be submitted to Ecology: 2 hard copies, and an electronic copy, in pdf format if available. Attachments should be included where necessary to provide sufficient information on program implementation.

The goals of this report are to: 1) concisely document implementation of the Stormwater Management Program during the past year; 2) evaluate program results for continuous improvement; 3) to determine compliance with this permit; and 4) to share this information with other permittees, municipal decision makers, and the public.

!	You must fill out all the information requested. Do not leave any of the sections blank.
N/A	If the question does not apply to your municipality or public entity, please indicate N/A in the space provided and provide a brief explanation.
U	If the information requested is currently unavailable, please indicate U in the space provided and give a brief explanation.

As required in 40 CFR 122.35(g)(3) your report must include:

- (i) The status of compliance with permit conditions, an assessment of the appropriateness of your identified best management practices and progress towards achieving your identified measurable goals for each of the minimum control measures;
- (ii) Results of information collected and analyzed, including monitoring data, if any, during the reporting period;
- (iii) A summary of the storm water activities you plan to undertake during the next reporting cycle;
- (iv) A change in any identified best management practices or measurable goals for any of the minimum control measures; and
- (v) Notice that you are relying on another governmental entity to satisfy some of your permit obligations (if applicable).

Does this report reflect implementation of your SWMP to entire area under your jurisdictional control or only the area requiring coverage under the Western Washington Phase Municipal Stormwater permit?

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Yes____ No_____ Please provide an estimate of the jurisdictional area where the SWMP is being applied beyond the area required to have a SWMP implemented by the permit. _____.

Part 2 - Reporting Requirements for Cities and Counties

Section 1 - General Information

A. Permittee Name: _____
State of Washington Phase I Municipal Stormwater Permit # _____
Reporting Year: _____

B. Permittee contact person: _____
Title:
Address:

Phone:
E-mail:

C. Permittee responsible official: _____

Title:
Address:

Phone:
E-mail:

"I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations."

Please refer to General Condition G19, "Certification and Signature" in the Western Washington Phase II Municipal Stormwater Permit for information on acceptable signatory authority.

D. Program Administration

In the space below, write a brief description of how the stormwater management program is coordinated within your agency's departments and divisions.¹ To facilitate this complete Table 1.

Table 1: Program Management

Stormwater Management Activity	Division/ Department(s)	# of Individuals Responsible for Implementing ²	In the past fiscal year has there been no change, an increase or decrease in the # of individuals implementing the SWMP
1. Program administration including legal authority, information management, and coordination			No Change <input type="checkbox"/> Increase <input type="checkbox"/> Decrease <input type="checkbox"/>
2. Public Education			No Change <input type="checkbox"/>

¹ For example: Puget Sound County Stormwater Utility coordinates implementation. Each Division within the Stormwater Utility has designated a representative to communicate with the lead coordinator. Each other County Department has a representative that is the liason for stormwater Program implementation.

² Individuals for whom more than 50% of job duties includes directly implementing one or more of these elements

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program			Increase <input type="checkbox"/>
			Decrease <input type="checkbox"/>
3. Public Involvement			No Change <input type="checkbox"/>
			Increase <input type="checkbox"/>
			Decrease <input type="checkbox"/>
4. Illicit discharge detection and elimination			No Change <input type="checkbox"/>
			Increase <input type="checkbox"/>
			Decrease <input type="checkbox"/>
5. Program to control runoff from new development and redevelopment			No Change <input type="checkbox"/>
			Increase <input type="checkbox"/>
			Decrease <input type="checkbox"/>
6. Maintenance of permittee's stormwater facilities			No Change <input type="checkbox"/>
			Increase <input type="checkbox"/>
			Decrease <input type="checkbox"/>
7. Inspection program for privately owned stormwater facilities			No Change <input type="checkbox"/>
			Increase <input type="checkbox"/>
			Decrease <input type="checkbox"/>
8. Roads maintenance practices, and related programs			No Change <input type="checkbox"/>
			Increase <input type="checkbox"/>
			Decrease <input type="checkbox"/>
9. TMDL implementation			No Change <input type="checkbox"/>
			Increase <input type="checkbox"/>
			Decrease <input type="checkbox"/>
10. Monitoring program			No Change <input type="checkbox"/>
			Increase <input type="checkbox"/>
			Decrease <input type="checkbox"/>

E. Training

Attach a summary of staff training over the past year. This shall include the number of staff, department, type of training and the date of training.

F. Expenditures

Complete Table 2 to the extent that accurate information or reasonable estimates are available (indicate U in the spaces where information is unavailable).

Table 2: Program Expenditures

Program Component	Expenditures ³ in previous reporting period
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³ Estimated expenditures. Where appropriate, provide assumptions, or describe data limitations.
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Program administration costs	
S7.C.1. Public Education program Coordination	
S7.C.2 Public Involvement	
S7.C.3 Illicit discharge detection and elimination	
S7.C.4. Program to control runoff from new development and redevelopment a. plan review and permitting inspections and enforcement	
S7.C.5. Operation and Maintenance program a. Inspection program for municipally owned stormwater facilities b. Maintenance of permittee's stormwater facilities c. Catch basin maintenance d. Roads maintenance practices, and related programs	
S4. TMDL implementation	
S6. Monitoring	
Total	

G. Annexations and Incorporations

Have there been any annexations or incorporations during the previous reporting period that affected permit coverage area?

Yes_____ No_____

If the answer is yes, attach a map of the area affected, and briefly describe, below, the implications for the stormwater management program.

Section 2 - Reporting Requirements related to the Stormwater Management Plan

S7.A Costs of Development and Implementation

Have you tracked costs of Development and Implementation of the SMWP as required by S7.A.4.a?

- ☐ Yes Provide summary of any costs not captured in Table 2 of Section 1
☐ No Explain _____

Have you tracked the number of inspections as required by S7.A.4.b?

Add rows as needed to complete.

- ☐ Yes Number of inspections _____
Nature of inspections _____
☐ No Explain _____

Have you tracked the number official enforcement actions as required by S7.A.4.b? Add rows as needed to complete.

- ☐ Yes Number of official enforcement actions _____
Nature of enforcement actions _____
☐ No Explain _____

Have you tracked the number types of public education activities as required by S7.A.4.b?

- ☐ Yes Types of public education activities: _____

Number _____

- ☐ No Explain _____

S7.C.1 Public Education and Outreach

Have you developed and begun implementation of a public education and outreach plan that addresses the topics and target audiences included in S7.C.1.a.i through S7.C.1.a.viii?

- ☐ Yes Implementation Date _____
☐ No Projected Implementation Date _____

If projected completion date is more than two years after effective date of the permit, explain _____

Have you developed and implemented a public education and outreach program designed to reach 100% of the target audiences identified in S7.C(1)(a)(v) through (viii) within your jurisdiction, as required by S7.C.1.b?

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

if projected completion date is after the expiration date of the permit, explain ____

S7.C.2 Public Involvement and Participation

Have you included ongoing opportunities for public involvement, as required by S7.C.2?

☐ Yes

☐ No Explain _____

Have you complied with applicable State and Local public notice requirements when implementing a public involvement and participation program, as required by S7.C.2?

☐ Yes

☐ No Explain _____

Have you created opportunities for the public to participate in the decision making processes involving the development, implementation and update of your entire SWMP, including a process for consideration of public comments, as required by S7.C.2.a?

☐ Yes Implementation Date _____

☐ No Projected Implementation Date _____

If projected implementation date is more than one year after the effective date of the permit, explain _____

Have you made your SWMP, the SWMP documentation required under S7.A(3) and all submittals required by this permit, including your annual reports available to the public on the Permittees' website, as required by S7.C.2.b?

☐ Yes

☐ No Explain _____

If No, have you submitted the documentation required above to the Department for posting on the Department's website, in electronic format, as required by S7.C.2.b?

☐ Yes

☐ No Explain _____

S7.C.3 *Illicit Discharge Detection and Elimination*

Have you implemented an ongoing illicit discharge detection and elimination program, as required by S7.C.3?

☐ Yes Implementation Date _____

☐ No Projected Implementation Date _____

If projected completion date is more than four years after the effective date of this permit, explain _____

Have you developed a municipal storm sewer system map, as required by S7.C.3.a?

☐ Yes Submittal Date _____

☐ No Projected Completion Date _____

If projected completion date is more than four years after the effective date of this permit, explain _____

Does/will the above map include the location of all known municipal separate storm sewer outfalls and receiving waters; and structural stormwater BMPs owned, operated, or maintained by the Permittee, as required by S7.C.3.a.i?

☐ Yes

☐ No Explain _____

Does/will the above map include tributary conveyance systems, associated tributary drainage areas, and land uses, of all municipal separate storm sewer outfalls with a 24 inches nominal diameter or larger, or an equivalent cross-sectional area for non-pipe systems, and indicate type, material, and size where known, as required by S7. C.3.a.ii?

☐ Yes

☐ No Explain _____

Does/will the above map include all known and new connections to the Permittee's MS4 authorized or approved by the Permittee, as required by S7. C.3.a.iii?

☐ Yes

☐ No Explain _____

Does/will the above map include areas served by the Permittee's MS4 that discharge stormwater to groundwater, as required by S7. C.3.a.iv?

☐ Yes

☐ No Explain _____

Has the above been provided to co-permittees and secondary permittees when requested, as required by S7.C.3.a.v?

☐ Yes

☐ No Explain _____

Has an regulatory mechanism been put in place to effectively prohibit non-stormwater discharges, as required by S7.C.3.b

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

if projected completion date is more than two years after the effective date of this permit, explain _____

Does the regulatory mechanism above prohibit all types of non-stormwater discharges into your MS4 other than those authorized under a separate NPDES permit, as required by S7.C.3.b.i?

☐ Yes

☐ No Explain _____

Have any of the categories of non-stormwater discharges listed in S7.C.3.b.i been identified as significant sources of pollution?

☐ Yes List _____

☐ No

Have all appropriate enforcement provisions and procedures allowed under State law been included, as required by S7.C.3.b.ii?

☐ Yes

☐ No Explain _____

Has a program for the detection and elimination of illicit discharges been implemented, as required by S7.C.3.c?

☐ Yes Implementation Date _____

☐ No Projected Implementation Date _____

if projected completion date is more than four years after effective date of permit, explain _____

Have procedures for the detection and removal of illicit connections to the permittee's municipal storm sewer system, including sanitary sewer or interior floor drain connections been incorporated, as required by S7.C.3.c.i?

☐ Yes

☐ No Explain _____

Have three watersheds been prioritized for screening as, required by S7.C.3.c.i?

☐ Yes List Watersheds: 1 _____
2 _____
3 _____

☐ No If No, Provide Projected Completion Date _____

If projected completion date is more than three years after the effective date of the permit, explain _____

Has at least one of the priority watersheds been screened each year after the 3rd year from the effective date of the permit, as required by S7.C.3.c.ii?

☐ N/A Screening prioritization not completed.

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

Explain _____

Have procedures for the reporting and correcting or removing illicit connections and other illicit discharges when they are suspected or identified, been adopted and implemented, as required by S7.C.3.c.iii?

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

If projected completion date is more than two years after the effective date of the permit, explain _____

Have you developed a procedure to investigate the source of the connection, the nature and volume of the discharger through the connection and responsible party for the connection upon discovery or receiving a report of an illicit connection within 21 days, as required by S7.C.3.c.iii?

☐ Yes

☐ No Explain _____

Have you ensured termination of the connection within 180 days, using enforcement authority as needed, upon confirmation of the illicit nature of a storm drain connection, as required by S7.C.3.c.iii?

☐ Yes

☐ No Explain _____

Have you developed and implemented procedures to prevent, respond to, and clean up spills and improper disposal into municipal separate storm sewers owned or operated by the Permittee, as required by S7.C.3.c.iv?

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

if projected completion date is more than two years after effective date of the permit, explain _____

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Have you investigated or referred to the appropriate agency, within 7 days on average, any complaints/reports or monitoring information that indicates a potential illicit discharge, spill, or illegal, as required by S7.C.3.c.iv?

☐ Yes

☐ No Explain _____

Have you investigated or referred as soon as possible within 24 hours, those problems/violations judged to be urgent or severe, or reported as emergencies, as required by S7.C.3.c.iv?

☐ Yes

☐ No Explain _____

Have you established and publicly listed, a citizen complaint/report telephone number as required by S7.C.3.c.v?

☐ Yes What is the telephone number? _____

☐ No Projected Completion Date _____

if projected completion date is more than two years after effective date of the permit, explain _____

Has training been provided to those responsible for identification, investigation, termination, cleanup, and reporting illicit discharges, including spills, improper disposal, and illicit connections, as required by S7.C.3.d.i?

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

if projected completion date is more than one year after the effective date of the permit, explain _____

Have you completed followup training, as required by S7.C.3.d.i?

☐ N/A First year of permit.

☐ Yes

☐ No Explain _____

Has training been provided to all municipal field staff, which as part of their normal job responsibilities might come into contact with or otherwise observe an illicit discharge or illicit connection to the storm sewer system, on the identification of an illicit discharge/connection and on the proper procedures for reporting the illicit discharge/connection, as required by S7.C.3.d.ii?

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

if projected completion date is more than two years after the effective date of the permit, explain _____

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Have you completed followup training, as required by S7.C.3.d.ii?

- ☐ N/A First two years of permit.
☐ Yes
☐ No Explain _____

S.7.C.4 Controlling Stormwater Runoff from New Development, Redevelopment and Construction Sites.

Have you implemented a program to reduce pollutants in stormwater runoff to your regulated MS4 from new development, redevelopment and construction site activities that disturb a land area 1 acre or greater, including sites less than 1 acre but part of a larger common plan, as required by S.7.C.4?

- ☐ Yes
☐ No Explain _____

Is this program enforced, as required by S.7.C.4.?

- ☐ Yes
☐ No Explain _____

Are you applying the Technical Thresholds in appendix 1 of this permit to new development, redevelopment and construction site activities that disturb a land area 1 acre or greater, including sites less than 1 acre but part of a larger common plan, as required by S.7.C.4?

- ☐ Yes
☐ No Explain _____

Does the program include a regulatory mechanism that addresses runoff from new development, redevelopment and construction site activities that disturb a land area 1 acre or greater, including sites less than 1 acre but part of a larger common plan, as required by S.7.C.4.a?

- ☐ Yes Completion Date _____
☐ No Projected Completion Date _____

If projected completion date is more than two years after effective date of the permit, explain _____

Does the regulatory mechanism include the minimum requirements, technical thresholds and definitions in Appendix 1 for new development, redevelopment and construction sites as required by S.7.C.4.a?

- ☐ Yes
☐ No Explain _____

Are more stringent requirements being used that provide an equal level of pollution control and equal protection of receiving waters than those in Appendix 1, as required by S.7.C.4.a.i?

☐ Yes

☐ No Explain_____

Does the regulatory mechanism include the adjustment and variance criteria in Appendix 1, as required by S.7.C.4.a.ii?

☐ Yes

☐ No Explain_____

Does the regulatory mechanism utilize a site planning process, BMP selection and design criteria that is from the 2005 *Stormwater Management Manual for Western Washington*, or an determined by Ecology to be an equivalent manual, as described in S.7.C.4.a.iii?

☐ Yes

☐ No If No, please attach required documentation describing how the criteria and requirements will protect water quality, reduce the discharge of pollutants to the maximum extent practicable and satisfy the state AKART requirements, as required in S.7.C.4.a.iii.

Does the regulatory mechanism use the site planning process, BMP selection and design criteria from the 2005 *Stormwater Management Manual for Western Washington*, or an equivalent manual, as described in S.7.C.4.a.iii?

☐ Yes

☐ No Explain_____

Does the regulatory mechanism include legal authority to inspect private facilities, as required in S.7.C.4.a.iv?

☐ Yes

☐ No Explain_____

Does the regulatory mechanism include source reduction approaches, as required in S.7.C.4.a.v?

☐ Yes

☐ No Explain_____

Does the program include a process of permits, plan review, inspections and enforcement capability for both public and private projects, as required in S.7.C.4.b?

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

If projected completion date is more than two years after effective date of the permit, explain _____

Do you review site plans for proposed development activities, as required in S.7.C.4.b.i?

☐ Yes If yes, what % of site plans have been reviewed? _____

☐ No Explain _____

Do you inspect, prior to clearing and construction, development sites hydraulically near a sediment/erosion-sensitive feature based on definitions and requirements in appendix 4 of the permit, S.7.C.4.b.ii?

☐ Yes, if yes, If yes, what % of sites have been inspected? _____

☐ No Explain _____

Do you inspect permitted development sites during construction?

☐ Yes

☐ No Explain _____

Do you inspect permitted development sites upon completion of construction?

☐ Yes

☐ No Explain _____

Do you use an enforcement mechanism if necessary and ensure a maintenance plan is completed for the facility, as required in S.7.C.4.b.iv?

☐ Yes

☐ No Explain _____

Do you have an inspection program designed to inspect all sites that disturb a land area 1 acre or greater, including sites less than 1 acre but part of a larger common plan, as required by S.7.C.4.b.v?

☐ Yes

☐ No Explain _____

Does your program include a regulatory mechanism that ensures adequate long-term operation and maintenance of post-construction stormwater facilities/BMPs for new development, redevelopment and construction site activities that disturb a land area 1 acre or greater, including sites less than 1 acre but part of a larger common plan, as required by S.7.C.4.c?

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

If projected completion date is more than two years after effective date of the permit, explain _____

Does the ordinance or other enforceable mechanism include maintenance standards as protective or more protective than those specified in Chapter 4 of Volume V of the Stormwater Management Manual for Western Washington (2005), as required by S7.C.4.c.i?

☐ Yes, maintenance standards from Chapter 4 of Volume V of the Stormwater Management Manual for Western Washington (2005) adopted.

☐ Yes, maintenance standards from other Ecology Approved Manual Adopted Other Manual Name _____

☐ Yes, other Maintenance standards from as protective or more protective adopted.

☐ No Explain _____

Does the ordinance or other enforceable mechanism include requirements to inspect all new stormwater treatment and flow control facilities, annually or otherwise, as required by S7.C.4.c.ii?

☐ Yes

☐ No Explain _____

☐ Annual inspection schedule

☐ Other inspection schedule

Explain _____

Does the ordinance or other enforceable mechanism include requirements to inspect all new flow control and water treatment every 6 months during the period of heaviest housing construction, as required by S7.C.4.c.iii?

☐ Yes

☐ No Explain _____

Does the program have a procedure for keeping inspection, maintenance and enforcement action records, as required by S7.C.4.d?

☐ Yes

☐ No Explain _____

Does the program have a process to make available copies of the Notice of Intent for construction and industrial activities, as required by S7.C.4.e?

☐ Yes

☐ No Explain _____

Does the program provide training for staff involved in Controlling Stormwater Runoff from New Development, Redevelopment and Construction Sites, as required by S7.C.4.f?

☐ Yes

☐ No Explain _____

S7.C.5 *Pollution Prevention and Operation and Maintenance for Municipal Operations*

Do you have an operations and maintenance (O&M) program that requires training and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations, as required by S7.C.5?

☐ Yes Submittal Date _____

☐ No Projected Completion Date _____

If projected completion date is more than three years after the effective date of the permit, explain _____

Have you adopted maintenance standards as protective or more protective than those specified in Chapter 4 of Volume V of the Stormwater Management Manual for Western Washington (2005), as required by S7.C.5.a?

☐ Yes, maintenance standards from Chapter 4 of Volume V of the Stormwater Management Manual for Western Washington (2005) adopted.

☐ Yes, maintenance standards from other Ecology Approved Manual Adopted Other Manual Name _____

☐ Yes, other Maintenance standards from as protective or more protective adopted.

☐ No Explain _____

Have all municipally owned or operated stormwater treatment and flow control facilities been inspected in the reporting period, as required by S7.C.5.b?

☐ Yes

☐ No Explain _____

In accordance with the adopted maintenance standards, have appropriate maintenance action been taken as a result of the above inspections, as required by S7.C.5.b?

☐ Yes

☐ No Explain _____

Has appropriate the inspection frequency been changed based on inspection results, as required by S7.C.5.b?

☐ Yes Explain _____
☐ No

Have you conducted spot checks of potentially damaged treatment and flow control facilities after major storm events, as required by S7.C.5.c?

☐ Yes
☐ No Explain _____

Have appropriate repairs or maintenance actions take place based on above inspections, as required by S7.C.5.c?

☐ Yes
☐ No Explain _____

Have all catch basins and inlets owned and operated by the Permittee been inspected at least once, as required by S7.C.5.d?

☐ Yes Submittal Date _____
☐ No Projected Completion Date _____

if projected completion date is more than five years after the permit effective date, explain _____

Have catch basins and inlets inspected under S7.C.5.d in the reporting period, been cleaned, as required by S7.C.5.d?

☐ Yes
☐ No Explain _____

Has decant water been disposed of in accordance with Appendix 5, as required by S7.C.5.d?

☐ Yes
☐ No Explain _____

Have practices to reduce stormwater impacts associated with runoff from public streets, public parking lots, public roads, highways, and public road maintenance activities been established and implemented, as required by S7.C.5.f?

☐ Yes Completion Date _____
☐ No Projected Completion Date _____

if projected completion date is more than three years after effective date of permit, explain _____

Do the above practices address pipe cleaning? ☐ Yes, ☐ No - Explain _____

Do the above practices address cleaning of culverts that convey stormwater in ditch systems? ☐ Yes, ☐ No - Explain _____

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Do the above practices address ditch maintenance? ☐ Yes, ☐ No - Explain____
Do the above practices address street cleaning? ☐ Yes, ☐ No - Explain____
Do the above practices address road repair and resurfacing, including pavement grinding? ☐ Yes, ☐ No - Explain____
Do the above practices address snow and ice removal? ☐ Yes, ☐ No - Explain____
Do the above practices address utility installation? ☐ Yes, ☐ No - Explain____
Do the above practices address maintaining roadside areas, including vegetation management? ☐ Yes, ☐ No - Explain____
Do the above practices address dust control? ☐ Yes, ☐ No - Explain____
Do the above practices address pavement striping maintenance? ☐ Yes, ☐ No - Explain____

Have policies and procedures to reduce pollutants in discharges from all lands owned or maintained by the Permittee, including but not limited to: parks, open space, road right-of-way, maintenance yards, and at stormwater treatment and flow control facilities been established and implemented, as required by S7.C.5.g?

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

if projected completion date is more than three years after effective date of permit, explain _____

Do the above policies and procedures address application of fertilizer, pesticides, and herbicides including the development of integrated pest management program? ☐ Yes, ☐ No - Explain____

Do the above policies and procedures address sediment and erosion control? ☐ Yes, ☐ No - Explain____

Do the above policies and procedures address landscape maintenance and vegetation disposal? ☐ Yes, ☐ No - Explain____

Do the above policies and procedures address trash management? ☐ Yes, ☐ No - Explain____

Do the above policies and procedures address building exterior cleaning and maintenance? ☐ Yes, ☐ No - Explain____

Has training for appropriate employees of the Permittee whose construction, operations, or maintenance job functions may impact stormwater quality been conducted, as required by S7.C.5.h?

☐ Yes Completion Date _____

☐ No Projected Completion Date _____

if projected completion date is more than three years after effective date of permit, explain _____

Does the above training address importance of protecting water quality? ☐Yes,
☐No - Explain____

Does the above training address the requirements of this permit, operation and maintenance standards? ☐Yes,☐No - Explain____

Does the above training address inspection procedures,? ☐Yes,☐No - Explain____

Does the above training address selecting appropriate BMPs? ☐Yes,☐No - Explain____

Does the above training address ways to perform their job activities to prevent or minimize impacts to water quality? ☐Yes,☐No - Explain____

Does the above training address procedures for reporting water quality concerns, including potential illicit discharges? ☐Yes,☐No - Explain____

Has a Stormwater Pollution Prevention Plan (SWPPP) for all heavy equipment maintenance or storage yards, and material storage facilities owned or operated by the Permittee, that are not covered under the Industrial Stormwater General permit, been developed and implemented, as required by S7.C.5.i?

☐Yes Completion Date _____

☐No Projected Completion Date _____

if projected completion date is more than three years after the effective date of the permit, explain _____

Are you keeping the records in accordance with S10, as required by S7.C.5.j?

☐Yes

☐No Explain_____

Section 3 - Reporting Requirements associated with other parts of the Permit

S4. Total Maximum Daily Load Allocations (TMDL)

(This section applies only if an applicable TMDL is approved for stormwater discharges from MS4s owned of operated by the Permittee.)

S4.C.

Have you developed and implemented a TMDL monitoring Quality Assurance Project Plan (QAPP) within first 90 days after issuance of the permit as required in S4.C.1?

☐Yes

☐No Explain_____

Has the monitoring plan been submitted to the Department in Paper and electronic form as required in S4.C.1?

☐ Yes

☐ No Explain_____

Does the monitoring plan include detail discussion and a discussion of the goal and objective(s), monitoring, (experimental) design, and sampling and analytical methods as required in S4.C.1.a?

☐ Yes

☐ No Explain_____

Does the monitoring plan include a list and maps of the selected TMDL monitoring sites as required in S4.C.1.b?

☐ Yes

☐ No Explain_____

Does the monitoring plan include the frequency of data to be collected at the monitoring sites as required in S4.C.1.c?

Does the monitoring plan include method and location of precipitation measuring devices as required in S4.C.1.d?

☐ Yes

☐ No Explain_____

Does the monitoring plan included triggers for automated flow monitoring devices as required in S4.C.1.e?

☐ Yes

☐ No Explain_____

Does the monitoring plan include the parameters to be measured, as appropriate and relevant to the TMDL as required in S4.C.1.f?

☐ Yes

☐ No Explain_____

Have you implemented the QAPP within the first 180 days of the permit issuance date as required in S4.C.1.g?

☐ Yes

☐ No Explain_____

Is a Summary Implementation Report attached to this annual report form as required in S4.C.2?

☐ Yes

☐ No Explain_____

S5. COMPLIANCE WITH STANDARDS

Existing Stormwater Discharges:

Are you in compliance with the requirements of this permit as required in S5.B?

☐ Yes

☐ No

Explain where the compliance problem(s) is/are _____

New Stormwater Discharges:

Are you controlling new stormwater discharges accordance with technical standards in Appendix 1 as required in S5.C?

☐ Yes

☐ No Explain _____

If answer to above question is No; have you required the project proponents to adopted a new standard?

☐ Yes

☐ No Explain _____

Have you required the project proponent to demonstrate that the new stormwater discharge using the new standard does not cause or contribute a violation of applicable surface water, ground water and sediment management standards as required in S5.C?

☐ Yes

☐ No Explain _____

Have you received documentation from the project proponents that demonstrate how the BMPs were selected, the expected pollutants removal estimated, any technical basis which support the performance claims for the selected BMPs, and an assessment of how the selected BMPs will comply with applicable State Water Quality Standards and it will satisfy the state requirement under Chapter 90.48 RCW to apply all Known, available, reasonable method of prevention, control and treatment (AKART) prior to discharge as required in S5.C?

☐ Yes

☐ No Explain _____

Are you requiring the new discharges to install all applicable BMPs (as above) prior to discharge and comply with the standards immediately after the discharge?

☐ Yes

☐ No Explain _____

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S9 **REPORTING REQUIREMENTS**

Annual Report for Permittees, Co-permittees, and Secondary Permittees

Have you submitted your annual Report prior to March 31?

☐ Yes

☐ No Explain_____

In your annual report did you include your status of compliance with the conditions of this permit, including:

✓ Status of implementation of the components of the stormwater management program

✓ Implementation schedule

☐ Yes

☐ No Explain_____

If you missed meeting your deadline, did you report to the Department why the requirement was not met and did you inform the Department of how the requirements will be met in the future, including projected implementation date?

☐ Yes

☐ No Explain_____

In your report did you provide a comparison of the program implementation results to the performance standards established in this permit?

☐ Yes

☐ No Explain_____

Did you report results of information collected and analyzed, including monitoring data, if any, during the reporting period, (as defined at 40 CFR 122.34 (g)(3)(ii))? Attach these results to this report.

☐ Yes

☐ No Explain_____

Did you report an assessment of the appropriateness of the BMPs you have identified for each components of the SWMP as required in S7.C?

☐ Yes

☐ No Explain_____

Did you include it in your report notices if you are relying on another government entity to satisfy some of your permit obligations, as defined at 40 CFR 122.34(g)(3)(v)?

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☐ Yes
☐ No Explain_____

S6. *Monitoring*

The comprehensive long-term water quality monitoring program required no later than 4 years from the effective date of the permit as described in S6.A. is to be submitted to The Department separately.

Part 3 - Reporting Requirements for Secondary Permittees

Section 1 - General Information

A. Permittee Name: _____
State of Washington Phase I Municipal Stormwater Permit # _____
Reporting Year: _____

B. Permittee contact person: _____
Title:
Address:

Phone:
E-mail:

C. Permittee responsible official: _____

Title:
Address:

Phone:
E-mail:

"I certify under penalty of law, that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system or those persons directly responsible for gathering information, the information submitted is, to the best of my knowledge and

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belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for willful violations."

Please refer to General Condition G19, "Certification and Signature" in the Western Washington Phase II Municipal Stormwater Permit for information on acceptable signatory authority.

Section 2 - Reporting Requirements related to the Stormwater Management Plan for Secondary Permittees

S8.A - Coordination

Have you established coordination procedures with the City and/or County in which your MS4 is located?

☐ Yes ☐ No

If Yes, completion date: _____ and brief summary of procedures: _____

If No, explain: _____

S8.B - Legal Authority

To the extent allowable under state law, do you have adequate legal authority to control discharges to and from municipal storm sewers you own or operate:

☐ Yes

☐ No Explain: _____

Are you able to control the stormwater quality (pollutants) and quantity (volume of stormwater) into municipal storm sewers you own or operate from sites of industrial activities as required by S8.B.1?

☐ Yes

☐ No Explain: _____

Are you able to prohibit illicit discharges into municipal storm sewers you own or operate as required by S8.B.2?

☐ Yes

☐ No Explain: _____

Do you have the legal authority to control the discharge of spills and the dumping or disposal of materials other than stormwater into municipal storm sewers you own or operate as required by S8.B.3?

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☐ Yes
☐ No Explain: _____

Do you have the legal authority to control the contribution of pollutants from one portion of the municipal storm sewer system into another portion municipal storm sewers system you own or operate as required by S8.B.4?

☐ Yes
☐ No Explain: _____

Do you have the legal authority to require compliance with conditions in ordinances, permits, contracts, or orders to control stormwater discharges into the municipal storm sewers system you own or operate as required by S8.B.5?

☐ Yes
☐ No Explain: _____

Do you have the legal authority to carry out inspection, surveillance, and monitoring procedures necessary to determine compliance or non-compliance with permit conditions including the prohibition of illicit discharges into the municipal storm sewers system you own or operate as required by S8.B.6?

☐ Yes
☐ No Explain: _____

S8.C - Public Education and Outreach

Have you developed and implemented a public education and outreach program which includes the distribution of educational materials, or equivalent outreach activities to educate the public, businesses and other entities served by municipal storm sewers system you own or operate?

☐ Yes
☐ No Explain: _____

Have you identified at least one target audience served by your MS4 for stormwater education as required by S8.C.1?

☐ Yes Target Audience: _____
☐ No Explain: _____

Have you developed and implemented an outreach strategy designed to reach 100% of the identified target audience as required by S8.C.1?

☐ Yes Completion Date _____
☐ No Projected Completion Date _____

If the projected completion date is later than four years from the date of permit coverage please explain: _____

S8.D - Public Involvement

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Does your SWMP include on-going opportunities for public involvement and participation?

☐ Yes

☐ No Explain: _____

S8.E - Illicit Discharge Detection and Elimination

Does your SWMP include measures to prevent, identify and respond to illicit discharges including illicit connections, spills, and improper disposal into the municipal storm sewers you own or operate?

☐ Yes

☐ No Explain: _____

Does the illicit discharge detection and elimination part of your SWMP include appropriate; inspections and reports, training and procedures to be used by field staff to recognize, report, and respond to, illicit discharges?

☐ Yes

☐ No Explain: _____

Are you complying with all relevant ordinances, rules and regulations of the local jurisdiction(s) in which your MS4 is located that govern discharges into the local jurisdictions municipal separate storm sewer system as required by S8.E.1?

☐ Yes

☐ No Explain: _____

Have you developed policies prohibiting the illicit discharges and illegal dumping into the municipal storm sewers you own or operate as required by S8.E.2?

☐ Yes Date Completed? _____

☐ No Explain: _____

Have you identified possible enforcement mechanisms to respond and remove the illicit discharges and illegal dumping into the municipal storm sewers you own or operate as required by S8.E.2?

☐ Yes Date Completed? _____

☐ No If you have not identified possible enforcement mechanisms within 1 year of permit coverage please provide an explanation: _____

Have you developed and are you implementing an enforcement plan to remove the illicit discharges and illegal dumping into the municipal storm sewers you own or operate as required by S8.E.2?

☐ Yes Date Completed? _____
☐ No If you have not developed and begun implementing an enforcement plan to remove illicit discharges and illegal dumping within 18 months of permit coverage please provide an explanation: _____

Have you developed a map of the municipal storm sewers system you own or operate as required by S8.E.3?

☐ Yes Date Completed? _____
☐ No If you have not completed the map of your MS4 within 2 years of permit coverage please provide an explanation: _____

Does the map of your municipal storm sewers system you own or operate include the location of all know storm sewer outfalls to waters of the state, the name of receiving water body or discharge points into adjacent MS4s as required by S8.E.3?

☐ Yes Date Completed? _____
☐ No Explain: _____

Does the map of your municipal storm sewers system you own or operate include all known tributary conveyances and their associate drainage areas for all areas served by the MS4 you own or operate as required by S8.E.3?

☐ Yes Date Completed? _____
☐ No Explain: _____

If requested, have you provided your storm sewer map to a City or County in which your municipal storm sewer system is located as required by S8.E.3?

☐ Yes
☐ No Explain: _____

Have you developed and implemented a spill response plan that includes coordination with qualified spill responders as required by S8.E.4?

☐ Yes Date Completed? _____
☐ No Projected completion date: _____

If the projected completion date is after the expiration date of this permit please provide an explanation: _____

Have you provided staff training, or coordinated with existing training efforts to educate all relevant staff on proper best management practices for identifying and preventing spills and illicit discharges into the MS4 you own or operate as required by S8.E.5?

☐ Yes Date Completed? _____
☐ No Projected completion date: _____ If the projected completion date for training is after the expiration date of this permit please provide an explanation: _____

Have you identified areas of industrial activity served by the municipal storm sewer you own or operate which require coverage under the department of Ecology's Industrial Stormwater General permit as required by S8.E.6?

☐ Yes Date Completed? _____
☐ No Projected completion date: _____ Explain: _____

For the areas of industrial activity which are required to be permitted under the Ecology Industrial Stormwater Permit have you determined whether coverage has been obtained and have you informed the Department if coverage has not been obtained as required by S8.E.6?

☐ Yes Date Completed? _____
☐ No Projected completion date: _____ Explain: _____

S8.F - Construction Site Stormwater Runoff Control

Does your SWMP include a program to reduce pollutants in any runoff to municipal storm sewers you own or operate from construction activities that meet the thresholds in Appendix 1 of this permit?

☐ Yes
☐ No Explain: _____

Are you complying with all relevant ordinances, rules and regulations of the local jurisdiction(s) in which your MS4 is located that govern construction phase stormwater pollution prevention measures as required by S8.F.1?

☐ Yes
☐ No Explain: _____

Have you sought and obtained permit coverage under the Department's Construction Stormwater General Permit for all construction projects which are required to have permit coverage as required by S8.F.2?

☐ Yes
☐ No Explain: _____

Have you provided staff training or coordinated with existing training efforts to educate relevant staff in erosion and sediment control BMPs and requirements, or did you hire trained contractors to perform the work as required by S8.F.3?

☐ Yes
☐ No Explain: _____

S8.G – Post-Construction Stormwater Management for New Development and Redevelopment

Does your SWMP include a program to address post-construction stormwater runoff from new development and redevelopment projects?

☐ Yes

☐ No Explain: _____

Are you complying with all relevant ordinances, rules and regulations of the local jurisdiction(s) in which your MS4 is located that govern post -construction phase stormwater pollution prevention measures including proper operation and maintenance of your MS4 as required by S8.G.1?

☐ Yes

☐ No Explain: _____

Are you using qualified staff or qualified contractors to design post-construction stormwater controls for new construction and other land-disturbing projects which you are responsible for as required by S8.G.2?

☐ Yes

☐ No Explain: _____

For new construction and other land-disturbing projects which you are responsible for, are you providing post-construction stormwater controls equivalent to the controls in appendix 1 as required by S8.G.2?

☐ Yes

☐ No Explain: _____

S8.H – Pollution Prevention and Good Housekeeping

Has an operations and maintenance (O&M) program that includes a training component and has the ultimate goal of preventing or reducing pollutant runoff from municipal operations, been developed and implemented, as required by S8.H?

☐ Yes Submittal Date _____

☐ No Projected Completion Date _____

If projected completion date is more than three years after the effective date of the permit, explain _____

Does the O&M Plan include appropriate pollution prevention and good housekeeping procedures for the following activities and/or types of facilities, as required in S8.H.1?

Stormwater collection maintenance and conveyance systems?

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☐ Yes, ☐ No - Explain _____

Drainage / Ditch systems?

☐ Yes, ☐ No - Explain _____

Structural stormwater controls?

☐ Yes, ☐ No Explain _____

Roads, Highways, and parking lots?

☐ Yes, ☐ No - Explain _____

Vehicle fleets?

☐ Yes, ☐ No - Explain _____

Equipment storage and maintenance areas?

☐ Yes, ☐ No - Explain _____

Material storage areas?

☐ Yes, ☐ No - Explain _____

Parks and open space?

☐ Yes, ☐ No - Explain _____

Other? ☐ Yes, ☐ No - Explain _____

Does the O&M plan include pollution prevention/good housekeeping practices for all park areas and other open spaces for the following as required in S8.H.2?

Application of fertilizer, pesticides and herbicides?

☐ Yes, ☐ No - Explain _____

Sediment control and erosion?

☐ Yes, ☐ No - Explain _____

Landscape maintenance and vegetation disposal?

☐ Yes, ☐ No - Explain _____

Trash management?

☐ Yes, ☐ No - Explain _____

Building exterior cleaning and maintenance?

☐ Yes, ☐ No - Explain _____

Does the O&M plan include provisions for regular inspection and maintenance of post-construction structural BMPs as required in S8.H.3?

☐ Yes, ☐ No - Explain _____

Does the O&M plan establish maintenance standards as protective or more protective than those specified in Chapter 4 of Volume V of the Stormwater Management Manual for Western Washington (2005), as required by S8.H.3?

☐ Yes, maintenance standards from Chapter 4 of Volume V of the Stormwater Management Manual for Western Washington (2005) adopted.

☐ Yes, maintenance standards from other Ecology Approved Manual Adopted Other Manual Name _____

☐ Yes, other Maintenance standards from as protective or more protective adopted.

☐ No Explain _____

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Has the annual inspection of all post-construction stormwater BMPs program begun within 3 years of permit coverage as required in S8.H.4?

☐ Yes, ☐ No – Explain _____

Are regular regular inspections, cleaning, proper disposal of waste and record keeping done on/for the stormwater collection and conveyance systems as required in S8.H.5?

☐ Yes, ☐ No – Explain _____

Has a Notice of Intent been submitted for all facilities operated by the Secondary Permittee that require coverage under the *General NPDES Permit for Stormwater Discharges Associated with Industrial Activities* as required in S8.H.6?

☐ Yes, Date(s) _____

☐ No – Explain _____

Has training been provided to employees that may impact water quality while performing their job duties?

☐ Yes, Date(s) _____

☐ No – Explain _____